

Dear Students, Parents/Guardians, and Educators,

Enclosed is the City of Redmond's Teen Job Shadow Application for 2016. The only requirements are that applicants are a high school junior or senior who lives and/or attends school in the City of Redmond and are 16 by March 18, 2016.

Please complete the application, answer the short essays, attach a resume, and sign the statement of commitment and photo release. A timeline for the application process and Job Shadow Program are included in the packet. Applicants may either type directly onto the form, or print legibly in blue or black ink.

The application is due on or before **Friday, March 18, 2016.**

To turn in your application you have 3 options. Use whichever method is best for you.

1. Turn in your application via email to Matt Holloway: mholloway@redmond.gov
2. Mail in a hard copy of your application:
 - City of Redmond Teen Programs, Attention Matt Holloway
Parks & Recreation MS: ORSPK
PO Box 97010
Redmond, WA 98073-9710
3. Turn in your application by hand to the Old Redmond School House Community Center.
Tell the front desk that your application needs to be given to Matt Holloway.
 - 16600 NE 80th Street
Redmond, WA 98073

If you have a question, you can contact Matt Holloway, Teen Programs AmeriCorps volunteer, for more information: mholloway@redmond.gov or 425.556.2329. Thank you for your interest.

Best,

Matt Holloway
City Of Redmond Teen Programs
AmeriCorps volunteer
mholloway@redmond.gov
425-556-2329

Timeline for the Application Process

March 18th: Application DUE

March 28th – April 1st: Semi-Finalists will be interviewed, an email will be sent to notify candidate of interview time

April 11th: Finalists selected, all candidates will be notified by e-mail regarding their application status & placement

Timeline for Job Shadow Program (for those selected)

All meetings and trainings will be held at Old Redmond School Community Center from 6:30-8:30 PM, 16600 NE 80th Street, Redmond, WA 98073. Your Job Shadow Business Partner/ Location will be announced in your letter of acceptance via email.

April 26th (Tue): Teen Orientation & Expectations

May 3rd (Tue): Training 1 Meet your employer & feedback on student resumes

May 10th (Tue): Training 2- Resumes and Cover Letters

May 17th (Tue): Training 3- Financial Literacy

May 24th (Tue): Training 4 – Workplace Conflict & Interpersonal Skill Workshop

July 5th - 15th: Job Shadowing (exact dates/ times TBD with your supervisor)

July 15th (Fri): End of Event BBQ 6:30-8:30

Please note that with the exception of your actual Job Shadow, your parents/guardians are welcome to attend any or all of the trainings and events.

Please note that you **MUST** turn 16 **by March 18, 2016** and live and/or attend high school in the City of Redmond to participate in the City of Redmond Teen Job Shadow Program. Additionally, we will use your e-mail and phone number to contact you.

Name _____

Email _____ phone (____) _____

Street Address Apt. number

City/ State/ Zip

What school do you attend? _____ GPA _____ Age _____

Do you live and/or go to school in Redmond? Yes ___ No___

I will be 16 by March 30, 2016 Yes ___ No___

Please answer the following questions in 250 words or less. You may use another sheet of paper to answer the questions.

1. What classes are you taking this year?

2. What extra-curricular activities do you participate in? Example: sports, clubs, drama, ASB, church groups, yearbook, newspaper, leadership groups, etc.

3. What community service activities have you been involved in while in high school?

4. Do you have prior work experience? YES___ NO___ If yes, where did you work and for how long?

5. Do you have experience with social networking? If yes, please list experiences:

Which of the following career paths are you interested in? Please select and rank four choices.

- | | |
|---|--|
| <input type="checkbox"/> Element Cycles | <input type="checkbox"/> Redmond Physical Therapy |
| <input type="checkbox"/> Transpogroup | <input type="checkbox"/> Greenbaum Home Furnishings |
| <input type="checkbox"/> Hopelink | <input type="checkbox"/> Redmond Fall- City Animal Hospital |
| <input type="checkbox"/> Redmond Reporter | <input type="checkbox"/> City of Redmond Farrel-McWhirter Farm |

What is your method of transportation? If you cannot provide your own transportation please state so. This will **NOT** disqualify your application. The City of Redmond will work with individuals on a case by case basis regarding transportation.

Please list two references, personal or professional. References can be any adult that knows you well, except a relative. (Example: teacher, school counselor, club director, youth minister, family friend, former/current employer, coach). We will be contacting your references.

Name	Relationship	How do you know this person and for how long?	Phone Number	Email
1.				
2.				

Short Essay

On a separate piece of paper, please answer each of the 3 questions. Your answer should be in paragraph form and be between 4- 8 sentences. Please type your name on the top.

1. What is your primary field interest (example: Technology) and why? Include your dream job in the answer.
2. How will participating in the Job Shadow benefit you?
3. What attributes (passion, work ethic, interest in the field) or experience (such as high school classes in the same field, volunteer work,) do you have that you think will benefit your potential site?

Resume: Please include a typed resume that highlights your academic experience, extra-curricular activities, leadership, community service, and anything else you think apply to this program. Cover letters are optional.

If you are selected for an interview, which of the following times can you interview?
Please check your top 3 choices:

Monday, Apr 11: ☐ 3:00-3:30 ☐ 3:30-4:00 ☐ 4:00-4:30 ☐ 4:30-5:00

Tuesday, Apr 12: ☐ 3:00-3:30 ☐ 3:30-4:00 ☐ 4:00-4:30 ☐ 4:30-5:00

Wednesday, Apr 13: ☐ 3:00-3:30 ☐ 3:30-4:00 ☐ 4:00-4:30 ☐ 4:30-5:00

Thursday, Apr 14: ☐ 3:30-4:00 ☐ 4:00-4:30 ☐ 4:30-5:00 ☐ 5:00-5:30

Friday, Apr 15: ☐ 3:00-3:30 ☐ 3:30-4:00 ☐ 4:00-4:30

If none of these work for you, when could you meet? Please list 2 dates & times.

By signing below, you are committed to participating in the City of Redmond's Job Shadowing Program and acknowledge that you will attend all of the mandatory events.

1. **Job Shadow:** You will be required to work for approximately 20 hours over a two week period, from **July 5th – 15th, 2016**. This can be somewhat flexible, as long as you complete the hours within the time frame. You can generally plan on working two 10 hour weeks. If selected, you and your site supervisor will coordinate times and dates together.
2. **Interview:** For Semi-Finalists, your exact time and date for the interview will be arranged via email after your selection during the week of **March 28th – April 1st** at the Old Redmond School House Community Center (16600 NE 80th Street, Redmond WA 98052).
3. **Trainings:** All trainings will be held at the Old Redmond School House Community Center from 6:30-8:30 PM (16600 NE 80th Street, Redmond WA 98052).
 - **May 3rd** (Tuesday): Meet your employer & Training 1: Resumes/References, networking & interviews
 - **May 10th** (Tuesday): Training 2: Resumes and Cover Letters
 - **May 17th** (Tuesday): Training 3: Resumes and Cover Letters
 - **May 24th** (Tuesday): Training 4: Workplace Conflict & Interpersonal Skill Workshop
4. **Meetings/Events:** All meetings will be held at the Old Redmond School House Community Center from 7-8:30 PM (16600 NE 80th Street, Redmond WA 98052).
 - **April 26th** (Tuesday): Teen Orientation & Expectations
 - **July 15th** Closing Social, 6:30-8:30 PM

Please note, that with the exception of the actual job shadow, your parent(s)/guardian(s) are welcome to attend your trainings and meetings.

I, _____, agree to attend all of the mandatory meetings, trainings and work hours if I am selected for this program. I also certify that I will be 16 by March 18, 2016 and either live in the City of Redmond, or attend school in Redmond. I also understand that it is my responsibility to find transportation and make sure that I am on-time to all of the events, unless arrangements are made with the City of Redmond. I also acknowledge that I am responsible for providing my own meals. I acknowledge that I will not be financially compensated by the city or business partner. I understand that if I do not follow the program guidelines and requirements, I will be asked to leave the program. I also understand that I am expected to follow any work place guidelines given to me by my work supervisor, who can also terminate my job shadow. I have answered all questions honestly, and realize if I mislead the City, I will be disqualified.

Student Printed Name

Signature & Date

Parent/Guardian Printed Name

Signature & Date